FISCAL YEAR 2003-04

PRINCIPAL APPORTIONMENT

ATTENDANCE, REVENUE, AND TAX SOFTWARE

INSTALLATION GUIDE

CALIFORNIA DEPARTMENT OF EDUCATION

School Fiscal Services Division

1430 N Street

Sacramento, CA 95814

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1.0 Introduction

This document is the Installation Guide for the California Department of Education Principal Apportionment Software, and it covers installation of the Attendance, Revenue, and Tax software packages. Understanding basic Windows functions and procedures, such as clicking, double clicking, right clicking, browse, etc., will assist you in installing and using the software.

This Installation Guide is designed to be common to the three separate Principal Apportionment software packages. The steps involved in installing the three separate packages are the same, with the exception of the self-extracting executable downloaded and installed. For example, the Attendance Software begins with the `Att2003-3_00.exe` file, the Revenue Software begins with the `Rev2003-3_00.exe` file, and the Tax Software begins with the `Tax2003-3_00.exe` file.

> **Note**: If you install the Revenue Software package, it is not necessary to install the Attendance or Tax Software packages. County offices should install the Revenue Software package. County auditors should install the Tax Software package. School districts should install the Attendance Software package if they only need to submit attendance-related data to their county office. School districts may install the Revenue Software package if they would like to calculate their revenue limit estimates.

For instructions on using the Software, please refer to the *Principal Apportionment Revenue Software Training Guide, the Principal Apportionment Tax Software Training Guide, and the Principal Apportionment Software User Guide*.

1.1 DOCUMENT CONVENTIONS

This document uses the following conventions to describe functions and procedures in the software:

Window Names	The names of windows, screens, and dialogue boxes use title case, such as: Save As window User Information screen
Commands	Commands are operations you must follow in order to perform certain functions in the software. Bold face font is used, such as: Select **Print** from the **File** menu Click the **OK** button

Image Names	Images, or pictures, are described as Figures and use Italic face font, such as: *Figure 1: Diagram of the data process.*
Important Notes	Notes include important statements regarding steps you may need to take. They are highlighted in gray, with a black border on the top and bottom, such as:

> **Note**: Important note here

1.2 SYSTEM REQUIREMENTS

The installation of the Principal Apportionment Software requires approximately 20-30 MB of hard disk space. Before you install the software, make sure your computer meets the following *minimum* hardware requirements:

Minimum Hardware Configuration
• Intel Pentium III based PC
• 733 MHz processor speed
• Windows 95
• 128 MB RAM
• 1.2 GB free hard disk space
• 2 MB graphics card
• Color Monitor capable of 800×600 pixel resolution

To receive optimal performance from the software, you should have at least the following *recommended* configuration:

Recommended Hardware Configuration
• Intel Pentium 4 based PC
• 1.8 GHz processor speed
• Windows 2000
• 256 MB RAM
• 4 GB free hard disk space
• 48x speed CD-ROM Drive
• 17″ Color Monitor
• High Speed Internet connection

For optimal performance, it is best to have a computer equipped with a CD-ROM drive and/or high-speed Internet service available for obtaining and installing the software. Having a typical dial-up connection can take up to 10 hours to download the software. With a high speed Internet connection, the download time is approximately 5 minutes.

2.0 Software Installation

This section describes software installation in Windows 95, 98, ME, NT, 2000, and XP. There are two methods of installing the Software—from CD-ROM or the Internet. The following sections detail the basic instructions necessary to complete an installation to your desktop computer using these methods.

> **Note**: It is important that you have closed all open Windows applications at this time. Having open applications can cause problems with the installation of your new software.

To install the Software:

> **Note:** Windows 95 and 98 users must install DCOM before installing the Software.

1. Install DCOM from CD-ROM or the Internet. All Windows 95 and Windows 98 users must install DCOM95 or DCOM98 prior to installing the Software.

Instructions for installing DCOM from CD-ROM begin on page 4.

Instructions for downloading and installing DCOM from Internet Explorer begin on page 8.

Instructions for downloading and installing DCOM from Netscape Navigator begin on page 11.

2. Install the Software from CD-ROM or the Internet.

Instructions for installing the Software from CD-ROM begin on page 4.

Instructions for downloading and installing the Software from Internet Explorer begin on page 9.

Instructions for downloading and installing the Software from Netscape Navigator begin on page 12.

2.1 INSTALLING THE SOFTWARE FROM CD-ROM

2.1.1 INSTALLING DCOM FROM CD-ROM

Only Windows 95 and 98 users must install DCOM. If you do not need to install DCOM, proceed to "Installing Software from CD-ROM" on page 4.

1. Insert the Software CD-ROM into the CD-ROM drive.
2. Click the **Start** ![Start] button.
3. Click **Run.** The Run dialog box displays.
4. Click **Browse**. The Browse dialog box displays.
5. Click the **Look in** arrow at the top of the dialog box to display the different drives and folders on your computer.
6. Click on the drive letter associated with your CD-ROM (usually D:\).
7. Double click the dcom9x.exe filename. The Run dialog box opens with the file name displayed.
8. Click **OK**. The DCOM dialog box displays.
9. Click **Yes**. The End User License Agreement window displays (Figure 1).
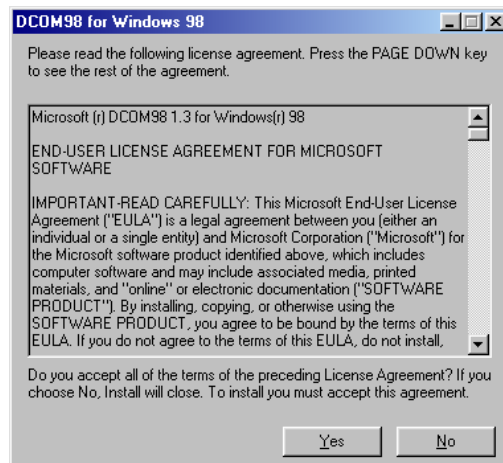

Figure 1: End User License Agreement Window

10. Click **Yes**. The program copies the files to the computer, and then the Restart dialog box displays.
11. Click **Yes** to restart your computer.

> **Note**: You must restart your computer in order for DCOM to successfully install and before you attempt to install any of the Software packages.

2.1.2 INSTALLING SOFTWARE FROM CD-ROM

1. Insert the Software CD-ROM into the CD-ROM drive.
2. Click the **Start** ![Start] button.
3. Select **Run**. The Run dialog box displays.

4. Click **Browse**. The Browse dialog box displays.

5. Click the **Look in** arrow at the top of the dialog box to display the different drives and folders on your computer.

6. Click the drive letter associated with your CD-ROM (usually D:\).

7. To install the Attendance Software on Windows 95/98/ME/2000/XP computers, double-click the `Att2003-3_00.exe` file.

   For Windows NT users, double-click the `AttNT2003-3_00.exe` file.

   Note: The above example will install the Attendance Software. To install the Revenue Software or the Tax Software, double-click the `Rev2003-3_00.exe` or `Tax2003-3_00.exe` files (or their Windows NT variants), respectively. The remainder of the installation process for the Revenue Software and Tax Software is the same as described below. However, the various setup windows and dialog boxes will be specific to the software you are installing.

8. The Run dialog box displays.

9. Click **OK**. The necessary files copy to your computer (Figure 2).

   Note: A dialog box may display that informs you that setup cannot continue because some system files are out of date. Update these files by clicking **OK**. After the Software updates the files, you must restart your computer. After your computer restarts, return to step 2 on page 4 and proceed with the installation.
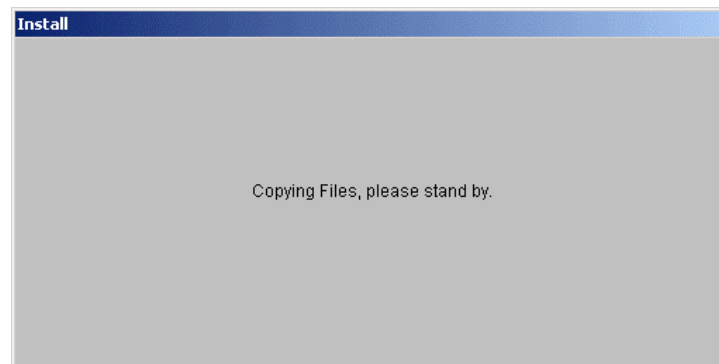

Figure 2: Install Window

10. Once the program has installed the setup initialization files, the Attendance Software Setup window displays (Figure 3).
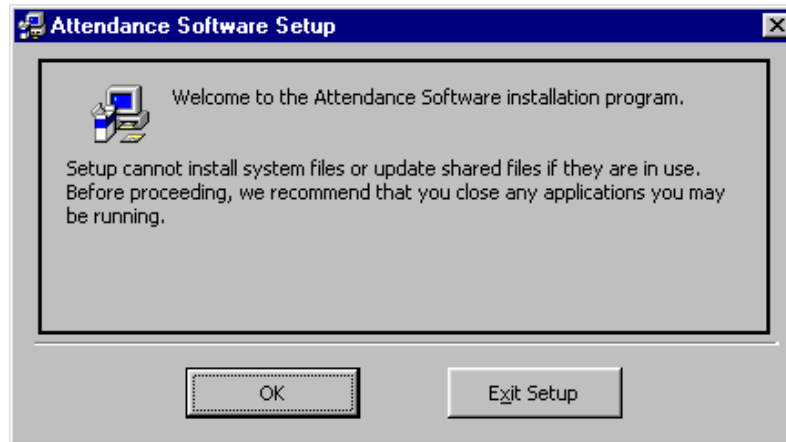
Figure 3: Attendance Software Setup Window

Note: Be sure you have closed all other applications.

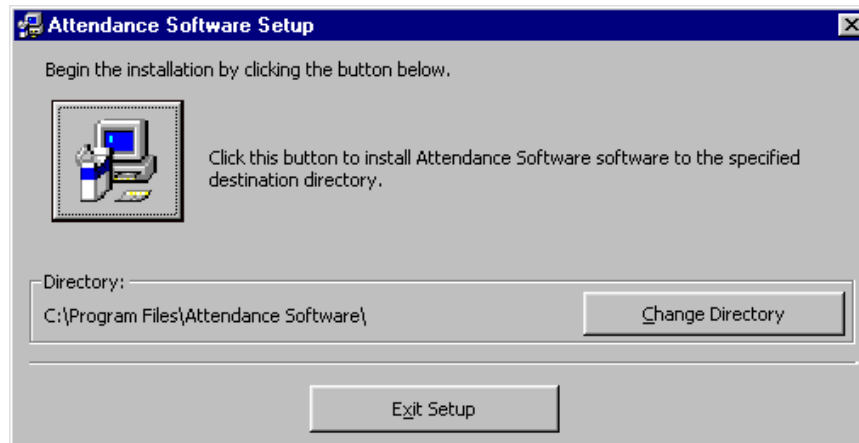11. Click **OK**. The Attendance Software Setup dialog box displays (Figure 4).

Figure 4: Attendance Software Setup Dialog Box

12. Click the computer icon button to continue to the Choose Program Group dialog box (Figure 5). It is *highly* recommended that you accept the default directory.

Note: You can change the directory by clicking **Change Directory** and then entering or selecting the desired directory in the dialog box.
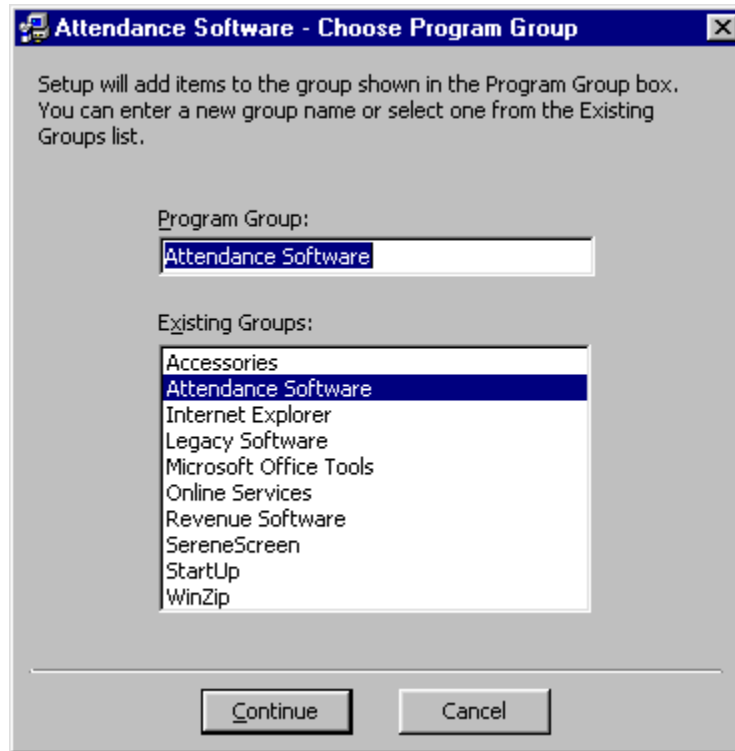
Figure 5: Choose Program Group Dialog Box

13. Click **Continue** to accept the default program group. If you want to give the group a different name, type a name or description in the text box and then click **Continue**. It is suggested that you accept the default program group.

14. The progress meter displays the installation status (Figure 6).
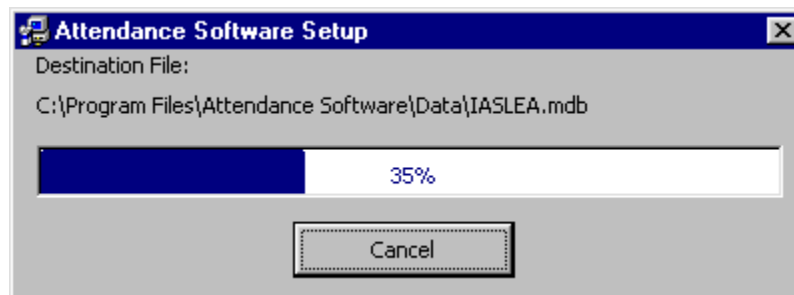

Figure 6: Installation Progress Meter

15. When the progress bar reaches 100%, the window closes, and the dialog box displays that the software setup completed successfully (Figure 7). Click **OK**.
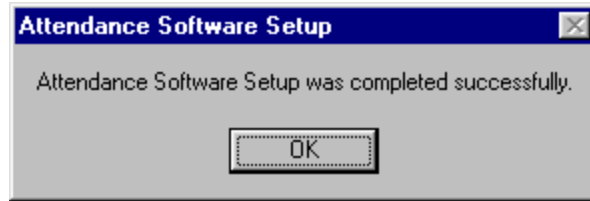
Figure 7: Setup was completed successfully

2.2 DOWNLOADING THE SOFTWARE FROM THE INTERNET

The latest versions of the Software and DCOM are available on the Internet at http://www.cde.ca.gov/fiscal/software/.

2.2.1 DOWNLOADING & INSTALLING DCOM FROM INTERNET EXPLORER

Only Windows 95 and 98 users must install DCOM. If you do not need to install DCOM, proceed to "Downloading & Installing Software from Internet Explorer" on page 9.

1. Navigate to http://www.cde.ca.gov/fiscal/software/.
2. Click on the correct DCOM link. The File Download dialog box displays.
3. Select Save this file to disk.
4. Click **OK**. The Save As dialog box displays.
5. Select a location to save the file. (For example, you might save your file to the Desktop so you may quickly find it.)
6. Click **Save**.
7. While the application file is downloading to your computer, ensure that the **Close this dialog box when download completes** checkbox is *unchecked*.

> **Note:** If the box is checked, the download dialog box closes immediately after the download completes. You must find the file that was downloaded and double click on the file to continue to step 9.

8. When this download is complete, the Download Complete dialog box displays.
9. Click **Open**. The DCOM dialog box displays.
10. Click **Yes**. The End User License Agreement window displays.
11. Click **Yes**. The program copies the files to the computer, and then the Restart dialog box displays.
12. Click **Yes** to restart your computer.

> **Note**: You must restart your computer in order for DCOM to successfully install and before you attempt to install any of the Software packages.

2.2.2 DOWNLOADING & INSTALLING SOFTWARE FROM INTERNET EXPLORER

1. Navigate to http://www.cde.ca.gov/fiscal/software/.
2. To install the Attendance Software on Windows 95/98/ME/2000/XP computers, click the `Att2003-3_00.exe` file.

   For Windows NT users, click the `AttNT2003-3_00.exe` file.

   > **Note:** The above example will install the Attendance Software. To install the Revenue Software or the Tax Software, click the `Rev2003-3_00.exe` or `Tax2003-3_00.exe` files (or their Windows NT variants), respectively. The remainder of the installation process for the Revenue Software and Tax Software is the same as described below. However, the various setup windows and dialog boxes will be specific to the software you are installing.

3. The File Download dialog box displays.
4. Select **Save this file to disk**.
5. Click **OK**. The Save As dialog box displays.
6. Select a location to save the file. (For example, you might save your file to the Desktop so you may quickly find it.)
7. Click **Save**.
8. While the application file downloads to your computer, ensure that the **Close this dialog box when download completes** checkbox is *unchecked*.
9. When this download is complete, the Download Complete dialog box displays.
10. Click **Open**. The WinZip Self-Extractor dialog box displays, the installation files decompress, and Attendance Software Setup window displays (Figure 8).
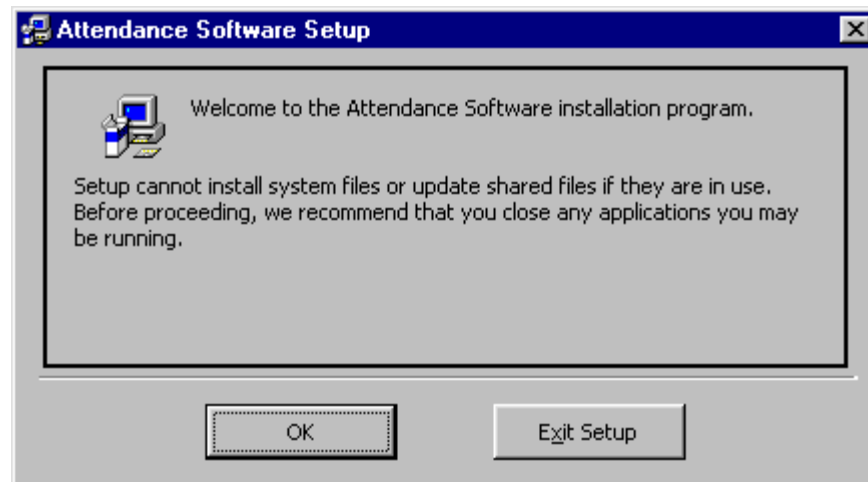

Figure 8: Attendance Software Setup Window

> **Note**: Be sure you have closed all other applications.

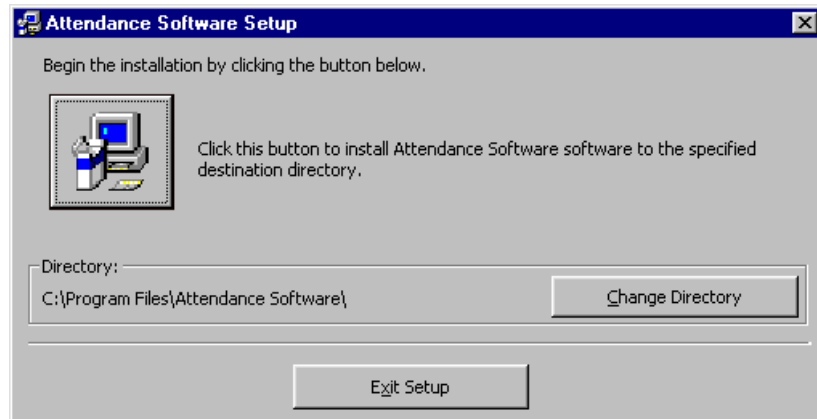11. Click OK. The Attendance Software Setup dialog box displays (Figure 9).

Figure 9: Attendance Software Setup Dialog Box

12. It is ***highly*** recommended that you accept the default directory. Click the computer icon button to continue to the Choose Program Group dialog box (Figure 10).

Note: You can change the directory by clicking **Change Directory** and then entering or selecting the desired directory in the dialog box.
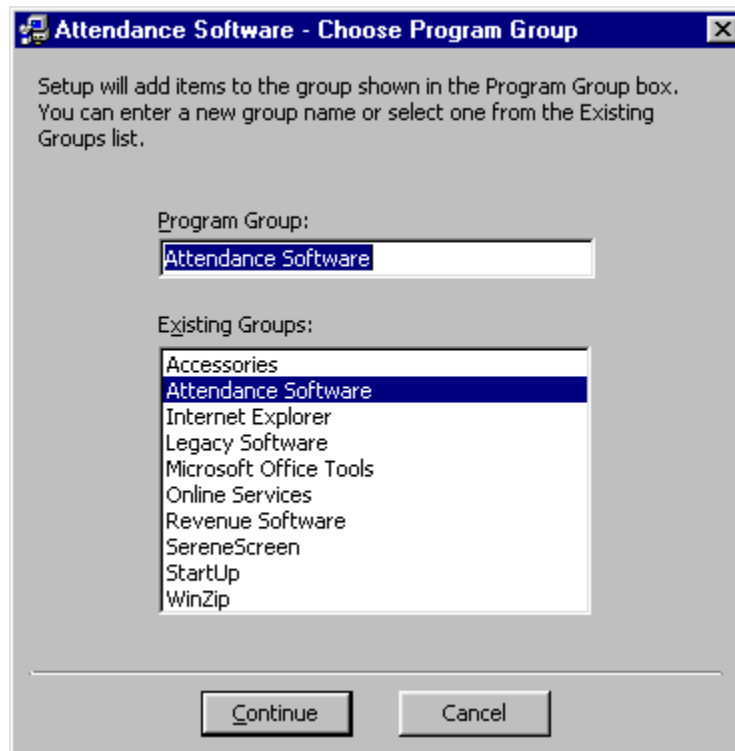

Figure 10: Choose Program Group Dialog Box

13. Click **Continue** to accept the default program group. If you want to give the group a different name, type a name or description in the text box and then click **Continue**. It is suggested that you accept the default program group.

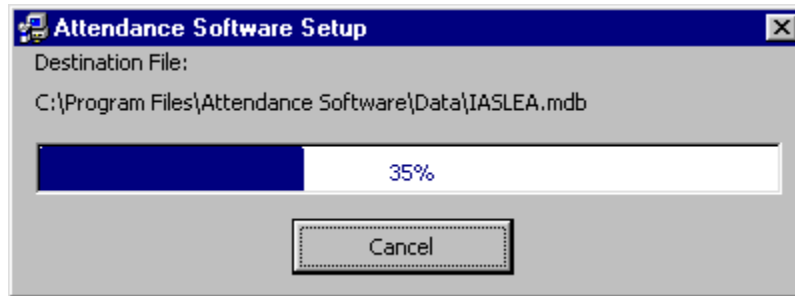14. The progress meter displays the installation status (Figure 11).

Figure 11: Installation Progress Meter

15. When the progress bar reaches 100%, the window closes, and the dialog box displays that the software setup completed successfully (Figure 12). Click **OK**.
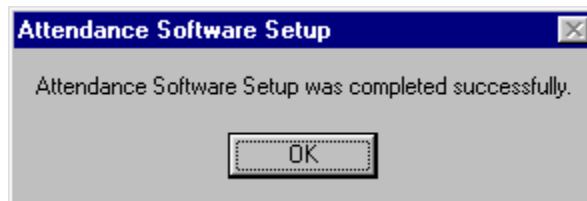

Figure 12: Setup was completed successfully

2.2.3 DOWNLOADING & INSTALLING DCOM FROM NETSCAPE NAVIGATOR

Only Windows 95 and 98 users must install DCOM. If you do not need to install DCOM, proceed to "Downloading & Installing Software from Netscape Navigator" on page 12.

1. Navigate to http://www.cde.ca.gov/fiscal/software/.
2. Right click on the correct DCOM link. The pop-up menu in Figure 13 displays.

Figure 13: Netscape Pop-up Menu

3. Select **Save Link As…**

4. The Save As dialog box displays. Select a location to save the file. (For example, you might save your file to the Desktop so you may quickly find it.)

5. Click **Save**. The Saving Location dialog box displays while the software downloads.

6. To begin installing DCOM, double click on the dcom9x.exe file in the location where the file was saved.

7. The DCOM dialog box displays.

8. Click **Yes**. The End User License Agreement window displays.

9. Click **Yes**. The program copies the files to your computer, and then the Restart dialog box displays.

10. Click **Yes** to restart your computer.

Note:	You must restart your computer in order for DCOM to successfully install and before you attempt to install any of the Software packages.

2.2.4 DOWNLOADING & INSTALLING SOFTWARE FROM NETSCAPE NAVIGATOR

1. Navigate to http://www.cde.ca.gov/fiscal/software/.

2. To install the Attendance Software on Windows 95/98/ME/2000/XP computers, right click the `Att2003-3_00.exe` file.

   For Windows NT users, right click the `AttNT2003-3_00.exe` file.

Note:	The above example will install the Attendance Software. To install the Revenue Software or the Tax Software, right click the `Rev2003-3_00.exe` or `Tax2003-3_00.exe` files (or their Windows NT variants), respectively. The remainder of the installation process for the Revenue Software and Tax Software is the same as described below. However, the various setup windows and dialog boxes will be specific to the software you are installing.

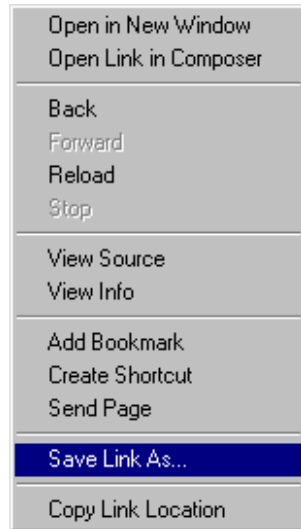3. The Netscape pop-up menu in Figure 14 displays.

Figure 14: Netscape Pop-up Menu

4. Select **Save Link As…**

5. The Save As dialog box displays. Select a location to save the file. (For example, you might save your file to the Desktop so you may quickly find it.)

6. Click **Save**. The Saving Location dialog box displays while the software downloads.

7. Double click the Attendance Software file to begin installation.

Note:	A dialog box may display that informs you that setup cannot continue because some system files are out of date. Update these files by clicking OK. After the Software updates the files, you must restart your computer. After your computer restarts, repeat step 7 to proceed with the installation.

8. Once the program has installed the setup initialization files, the Attendance Software Setup window displays (Figure 15).
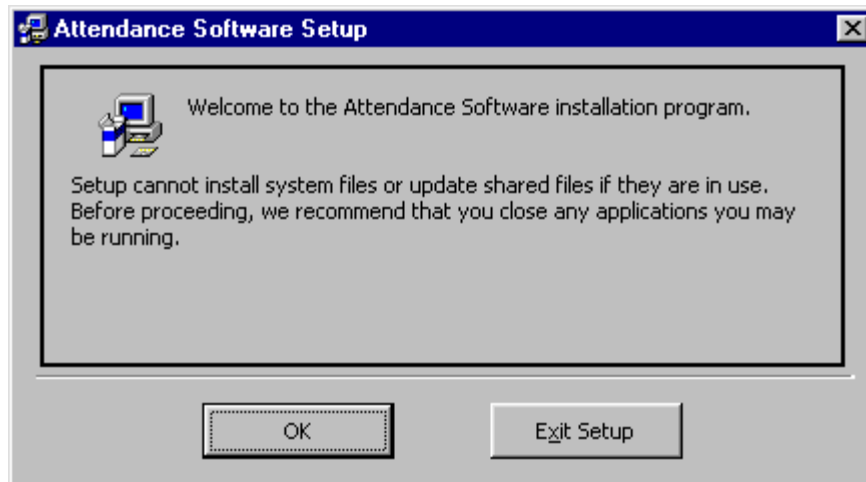
Figure 15: Attendance Software Setup Window

Note:	Be sure you have closed all other applications.

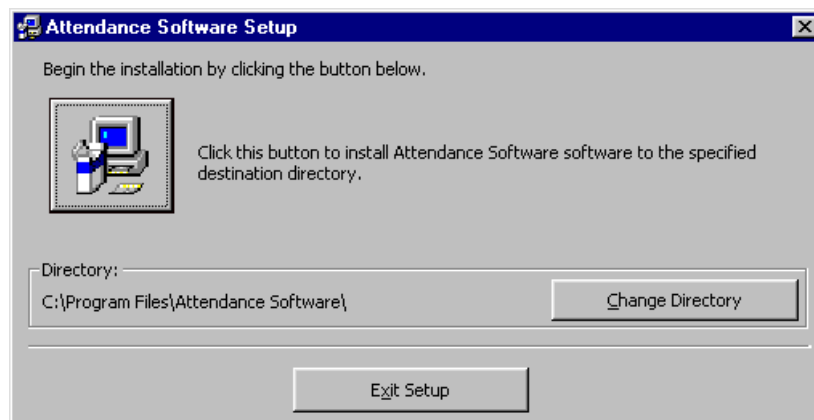9. Click **OK**. The Attendance Software Setup dialog box displays (Figure 16).

Figure 16: Attendance Software Setup Dialog Box

10. It is *highly* recommended that you accept the default directory. Click the computer icon button to continue to the Choose Program Group dialog box (Figure 17).

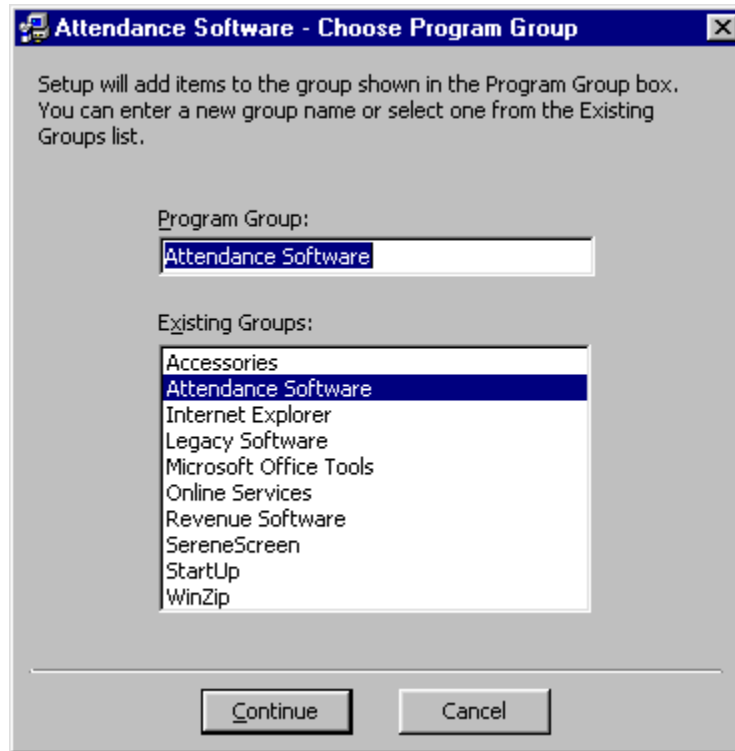| Note:	You can change the directory by clicking **Change Directory** and then entering or selecting the desired directory in the dialog box.

Figure 17: Choose Program Group Dialog Box

11. Click **Continue** to accept the default program group. If you want to give the group a different name, type a name or description in the text box and then click **Continue**. It is suggested that you accept the default program group.

12. The progress meter displays the installation status (Figure 18).
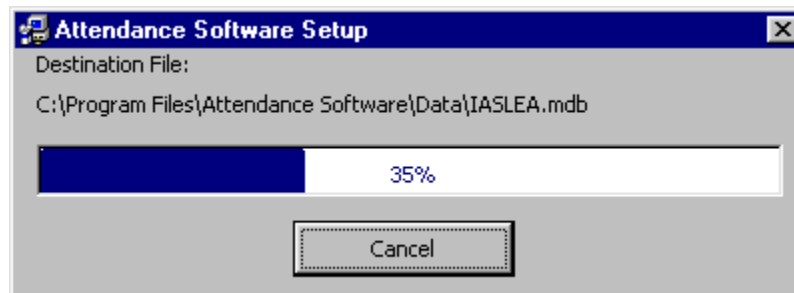

Figure 18: Installation Progress Meter

13. When the progress bar reaches 100%, the window closes, and the dialog box displays that the software setup completed successfully (Figure 19). Click **OK**.
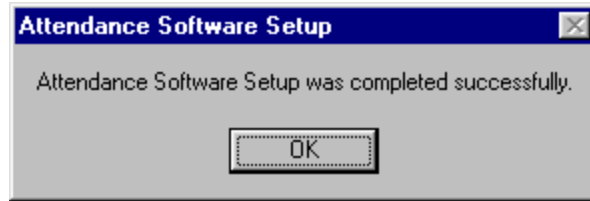
Figure 19: Setup was completed successfully

2.3 VERSION CONFLICT INFORMATION

If you re-install the software and have retained the existing database in the original installation folder, the Version Conflict window will display during re-installation (Figure 20).
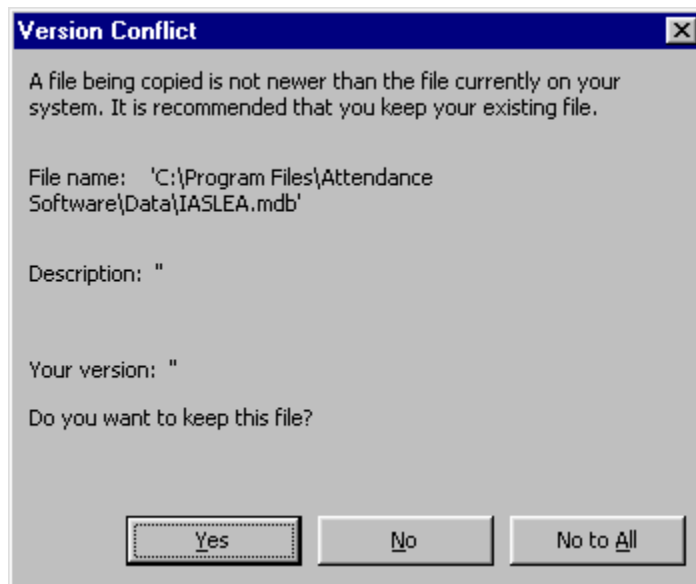

Figure 20: Version Conflict Window

It is imperative that you click **Yes** to save your existing file. Otherwise, if you click **No**, your entire database will be lost and you will need to re-enter all data or restore from your latest backup disk.

Note: A version conflict window may display for any file being installed if that file already exists on your computer.